



# Agenda Report

**DATE:** December 8, 2014

**TO:** Honorable Mayor and City Council  
**FROM:** Human Resources Department  
**RE:** APPROVAL OF NON-REPRESENTED EXECUTIVE MANAGEMENT  
AND NON-REPRESENTED MANAGEMENT SALARY RESOLUTIONS

**RECOMMENDATION:**

It is recommended that the City Council:

1. Approve the Non-Represented Executive Management salary resolution; and
2. Approve the Non-Represented Management salary resolution; and
3. Authorize the City Manager to amend employment contracts with Department Directors as needed to reflect City Council approved changes.

**BACKGROUND:**

The City Council establishes by Resolution salaries and benefits for classifications that are not represented by an employee association or union. The City Council may adopt salary resolutions to make adjustments to wages, benefits and working conditions of non-represented employees.

There is one modification proposed for consideration by the City Council in the Non-Represented Executive salary resolution regarding the addition of a Housing Assistance Allowance for the Police Chief and the Fire Chief. The addition of this provision would allow the City Manager to negotiate an allowance for an amount not to exceed \$1200 per month for a Police Chief and Fire Chief whose primary household residence is in the City of Pasadena for the duration of their City employment.

In the Non-Represented Management salary resolution, there is one modification proposed for consideration which provides that through December 31, 2015, the City Manager may, at his discretion and upon the request of a department head, approve (in advance) overtime at straight time base pay or time and one-half base pay for exempt employees. Overtime will only be considered due to significant staff shortages, the need

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for staffing due to extraordinary circumstances, or to provide service to the public that requires mandatory staffing.

In the next twelve months, staff will review the exemption status of our classifications, work schedules, staffing levels, and expectations for hours worked for exempt employees. It is expected that following that review classifications designated as exempt will not be eligible to receive overtime. The specified timeframe that permits the City Manager to grant overtime in a very limited capacity will provide staff the opportunity to review options and make recommendations for staff adjustments if needed by December 2015.

**COUNCIL POLICY CONSIDERATION:**

The adoption of the salary resolutions for non-represented executive and management classifications support the City Council's strategic goal of maintaining fiscal responsibility and stability.

**FISCAL IMPACT:**

The recommended modification to the Executive Management salary resolution results in annual costs of up to \$14,400 per year per employee to be paid from each department's operating budget. The recommended modification to the Non-Represented Management salary resolution has an anticipated cost impact of approximately \$30,000 through December 2015 to be paid from each department's operating budget.

Respectfully Submitted,



Kristi Recchia  
Director of Human Resources

Approved by:



Michael J. Beck  
City Manager

Attachments:

1. Salary Resolution for Non-Represented Executive Management
2. Salary Resolution for Non-Represented Management